



INSPECTOR I **Engineering Department**

POSITION DESCRIPTION:

This position requires a highly professional individual with experience in building inspection, construction and applicable codes and ordinances. He/she should be able to tactfully and effectively communicate in a wide array of settings and individuals. The incumbent will primarily serve as the City's main inspector, reviewing and inspecting the majority of the residential and commercial construction permits.

QUALIFICATIONS:

- Thorough knowledge of the Indiana Codes for Residential construction, mechanical, plumbing, electrical, fire, and energy.
- Thorough knowledge of City Codes for building construction, mechanical, plumbing, electrical, fire, and energy.
- Competent in computers and basic word processing programs.
- Minimum of eight (8) years of experience in the building and/or construction industry.
- Valid Indiana driver's license and proven record of safe driving.
- Ability to effectively communicate with city and community leaders, design professionals, contractors, and the public.
- Detail oriented and capable of making and keeping accurate records.

SALARY/HOURS:

Regular Full-Time; M-F, 37.5 hours per/week.

2015 Approximate Annual Starting Salary - \$45,000 - \$50,000

LOCATION:

Morton Community Center
222 N. Chauncey Avenue
West Lafayette, Indiana

A full job description can be found at www.wl.in.gov/hr/employment.

JOB DESCRIPTION

DEPARTMENT: Engineering
POSITION TITLE: **Inspector 1**
REPORTS TO: Public Works Director
FLSA CATEGORY: Full-Time / Exempt / Salaried
DATE: May, 2015

DEFINITION

This position requires a highly professional individual with experience in building inspection, construction and applicable codes and ordinances. He/She should be able to tactfully and effectively communicate in a wide array of settings and individuals. The incumbent will primarily serve as the city's main inspector, reviewing and inspecting the majority of the residential and commercial construction permits.

ESSENTIAL FUNCTIONS AND DUTIES

1. Inspection: The incumbent will spend approximately 60% of the time inspecting work for improvement location permits. This includes typical construction such as site work, foundations, floor slabs, framing, mechanical, HVAC, electrical, plumbing, etc.
2. Plan Review: The incumbent will spend approximately 40% of the time reviewing plans and applications for improvement location permits.
3. Standards & Procedures: The incumbent will be responsible for updating and maintaining city standards & procedures relating to commercial and residential construction issues.

NONESSENTIAL FUNCTIONS AND DUTIES

1. Codes: The incumbent will occasionally be required to help in the review and inspection for sign permits and other zoning related questions and issues.
2. Stormwater: The incumbent will occasionally be required to help in the inspection of stormwater and erosion control construction elements.
3. City Hall: Assists with the management of overall building maintenance and coordination of work.

MINIMUM QUALIFICATIONS

1. Thorough knowledge of the Indiana Codes for Residential construction, mechanical, plumbing, electrical, fire, and energy.
2. Thorough knowledge of City Codes for building construction, mechanical, plumbing, electrical, fire, and energy.
3. Competent in computers and basic word processing programs.
4. Minimum of eight (8) years of experience in the building and/or construction industry.
5. Valid Indiana driver's license.
6. Ability to effectively communicate with city and community leaders, design professionals, contractors, and the public.
7. Detail oriented and capable of making and keeping accurate records.

DESIRED QUALIFICATIONS

1. Previous experience with building and construction inspection and code enforcement.
2. Knowledge of the Indiana Building Code and other relevant commercial codes for construction.
3. Familiarity with local zoning codes and standard construction details.
4. Ability to operate CAD drafting programs.
5. Knowledge of stormwater ordinances and construction requirements for erosion and sediment control.

WORKING ENVIRONMENT

1. Incumbent may spend as much as 75% of the time in the field inspecting work for improvement location permits. The remainder of his/her time will be spent in the office environment reviewing permit submissions.
2. Additional office time will be spent answering questions from the public and contractors.
3. Casual and professional dress required for office and meetings. Field dress for in-field inspections and supervision is often required.
4. Incumbent is often required to spend time outdoors inspecting various issues. This requires the ability to walk, climb, stoop, kneel, and crawl. Exposure to all weather conditions and dust is possible.

The above declarations are not intended to be an "all inclusive" list of duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. The above job description may change as necessary to meet the changing needs of the department and the city.